



*Dnyanprassarak Mandal's*  
**College and Research Centre (DMC)**  
Assagao, Bardez- Goa. 403 507

*Inspiring, Igniting and Transforming to Excel*

**BBA**  
**(Bachelor of Business Administration)**  
**PROSPECTUS**  
**2026-27**



**Anand R. Sirsat College of Arts**  
**Sou. Sheela Premanand Vaidya College of Science**  
**V. N.S. Bandekar College of Commerce**



## Vision

*“Education  
for  
Social Transformation  
and  
Nation Building”*

## Mission

*To proactively contribute  
towards the creation of an intellectually  
dynamic society which is committed  
to excellence, human dignity and  
the realisation of human potential.*

## PRINCIPAL



**Prof. D. B. Arolkar**  
M.Sc; Ph.D; M.B.A  
Professor and Principal

## VICE PRINCIPAL



**Dr. M. Shanti**  
M.A; B.Ed;(SET); Ph.D  
Associate Professor and Vice Principal

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## FACULTY PROFILE

### DEPARTMENT OF MANAGEMENT STUDIES (BBA)

**Mr. Jeevan Khedekar**  
**Assistant Professor**

Qualification: M.M.S.  
Area of Interest: Operations  
Industry Experience: 9 years  
Teaching Experience: 25 years  
Email: jeevan\_khed@rediffmail.com



**Mr. Ashwin Souza**  
**Assistant Professor**

Qualification: M.B.A  
Area of Interest: Marketing  
Industry Experience: 5 years  
Teaching Experience: 16 years  
Email: ashwinsouza@gmail.com



**Mr. Prasad Kalangutkar**

**Assistant Professor**

Qualification: P.G.D.B. F.

Area of Interest: Human Resource/Finance

Industry Experience: 07 years

Teaching Experience: 08 years

Email: prasadpkalangutkar91@gmail.com



**Dr. Rajeev Narvekar**

**Assistant Professor**

Qualification: B.Sc, D.T.T.M.

M.M.S. P.G.D.H.E.(IGNOU) P.hD,

Area of Interest: Marketing, Tourism, HRM,

Industry Experience: 13 Years,

Teaching Experience: 19 years,

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**Dr. Mavis Henriques**

**Assistant Professor**

Qualification: PhD, M.A.,

Management, PGDHRM

Area of Interest: Behavioral Management/

Human Resource/Soft Skill Training

Teaching Experience: 12 years

Research Experience: 7 years

Email: Mavis\_henriques@hotmail.com



**DEPARTMENT OF PHYSICAL EDUCATION & SPORTS**

**Dr. Sushant Haldankar**

M.Ed; M.Phil, (SET); Ph.D

Areas of Specialisation:

Sports Management

College Director of Physical Education

Experience: 20 years



**DEPARTMENT OF LIBRARY & INFORMATION CENTRE**

**Dr. Jayaprakash G Hugar**

M.A.; M. LISc; M.Phil; PGDLAN, (SET), Ph.D

Librarian

Areas of Specialization:

Academic Library, E-resources and Services

Experience: 31 years



## BACHELOR OF BUSINESS ADMINISTRATION (BBA)

With the objective of building competence in students to effectively undertake managerial jobs in organization, college has started offering a professional course Bachelor of Business Administration (B.B.A.) from the academic year 2006-07. Currently the B.B.A. programme is under the ordinance OA-38 for the batch 2024-2027 and under OA-44 for the batches from 2025-26 onwards governed by Goa University.

The College conducts several activities for career development and placement of the students. Students passing the B.B.A. Course are well accepted by the industry for taking up the entry level executive jobs. Every year Interviews are being arranged by the BBA Placement Cell in various companies in Goa to recruit BBA students. Interviews are held in the campus as well as in the companies.

**Some of the companies where our B.B.A. students are working are Hotel Fidalgo, Caculo Group, Kerkar Marketing, Resort Rio, Deltin Royale, Ranbaxy, Ethernet Xpress, NIIT, Bulls Eye Event Management, Funky Heads, Ultratech Cement, PowerTech, RoyalFoods, Amanta Healthcare, Shoppers Stop, Persistent Systems, SFP Foods**

### **For Batch 2025 onwards**

New Ordinance OA-44 Governing the Bachelor in Business Administration Programmes. (Effective from Academic Year 2025-2026).

### OA-44

Ordinance Governing the Bachelor in Business Administration Programme of study conducted by the on-campus Schools of Goa University and its Affiliated Colleges based on AICTE Model Curriculum Framework for Under-Graduate Degree as per NEP 2020. (Effective from Academic Year 2025-2026).

### OA-44.1

#### **GENERAL**

The Under-Graduate Degree in Business Administration Programmes envisage flexible duration and structure, comprehensive credit distribution, innovative programme structure, diverse specializations and practical exposure, assessment and grading, and research orientation for honours students.

OA-44.2

### **OBJECTIVES**

The General Objectives of the Programme shall be to:

(1) Align the curriculum with the current and future needs of the industry, ensuring that graduates are not only well-equipped with foundational knowledge in management principles, practices, and financial acumen but also possess essential communication skills. This alignment ensures our graduates to excel in their careers and adapt to the evolving business landscape.

(ii) Incorporate best practices in management education from leading institutions across the globe, while adapting them to the Indian context. This Includes Induction Programme aimed at instilling core values and ethics in students, setting a precedent for a holistic educational journey that mirrors global standards.

(iii) Develop a comprehensive framework that includes updated course descriptions, learning outcomes, and assessment methods, ensuring a holistic approach to management education.

(iv) Identify and include relevant pedagogical resources, case studies, and reference materials to support effective teaching and learning.

OA-44.3

### **DEGREE**

Bachelor in Business Administration, Bachelor in Business Administration (Honours) and Bachelor in Business Administration (Honours with Research).

OA-44.4

### **DURATION**

(1) The duration of the UG Programme shall be of Four Years/Eight Semesters or Three Years/Six Semesters with multiple entry and exit options.

(ii) A student may also be permitted to take a break from the Programme during the period of study.

(iii) The total duration for completion of the UG Programme shall not exceed seven years from the date of initial registration.

- (iv) Every Academic Year shall consist of two Semesters.
- (v) In addition, there shall be Internship during the summer vacation.

## **UG CERTIFICATE/UG DIPLOMA AND DEGREES TO BE AWARDED**

OA-44.5

The following Certificate/Diploma/Degrees shall be awarded:

- (i) Under Graduate Certificate in Business Administration (NCrF Level: 4.5): Students exiting on completion of 1 year (2 Semesters) of study in the chosen discipline having fulfilled the Credit requirement.
- ii) Under Graduate Diploma in Business Administration (NCrF Level: 5): Students exiting on completion of 2 years (4 Semesters) of study in the chosen discipline having fulfilled the Credit requirement.
- (iii) Bachelor of Business Administration (BBA) (NCrF Level: 5.5): After the completion of 3 years in the Programme and having fulfilled the Credit requirements.
- (iv) Bachelor of Business Administration (Honours) (BBA Honours) (NCrF Level: 6): After the completion of 4 years in the Programme and having fulfilled the Credit requirements.
- (v) Bachelor of Business Administration (Honours with Research) (BBA Honours with Research) (NCrF Level: 6): after the completion of 4 years in the Programme and having fulfilled the Credit requirements.

A-44.6

## **ELIGIBILITY FOR ADMISSION**

The eligibility for admission to the Four Year UG Degree Programme shall be as follows:

- (i) The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board / equivalent body, after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4.
- (ii) Appearance for the Entrance Test for the admission is compulsory.
- (iii) A candidate shall be admitted for the Programme based on criteria as decided by the Admissions Committee appointed by the Vice-Chancellor for the on-campus programmes and by the Principal of the College for the affiliated colleges.
- (iv) A student not covered under any of the above categories but desirous of seeking admission to the said Programme may apply to the University /College. However, the Vice-Chancellor along with Dean of the concerned School and Chairperson of Board of

Studies of concerned subjects shall decide the eligibility in such cases.

- (v) To be eligible for admission to Semester VII, s/he should have no backlogs.
- (vi) A student migrating from another recognized University and desirous of direct admission to UG Programme shall be eligible for admission based on the earned Credits in the subjects for which admission is sought. This is subject to the provisions of the Academic Bank of Credits (ABC) Ordinance of Goa University. The Vice-Chancellor along with Dean of the concerned School and Chairperson of Board of Studies of concerned subjects shall decide the eligibility.
- (vii) A student with a UG Certificate shall be eligible to take admission in the Third Semester of the Degree Programme within three years of exit and complete the Degree Programme within the maximum period as specified in OA-44.4 (iii) above, subject to availability of seats.
- (viii) A student with a UG Diploma shall be eligible to take admission in the Fifth Semester of the Degree Programme within a period of three years of exit and complete the Degree Programme within the maximum period as specified in OA-44.4 (iii) above, subject to availability of seats.
- (ix) A student who has exited with a UG Degree shall be eligible to take admission in the Seventh Semester of the Degree Honours Programme within a period of three years and complete the Degree Honours Programme within the maximum period as specified in OA-44.4 (iii) above, subject to availability of seats.
- (x) A student who obtains 75% and above or equivalent CGPA of the total marks obtained in the first Six Semesters shall be eligible to take admission to the four-year Degree (Honours with Research) at the Seventh Semester.
- (xi) Exit Criteria after First Year of BBA Programme:

Students at the time of exit shall have to compulsorily complete additional 04 Credits either in a Skill based subject or work based Vocational Course offered during summer term or Internship/Apprenticeship/Social Responsibility & Community Engagement – encompassing community engagement with an NGO after the second semester of minimum 08 weeks of minimum 8 weeks of duration.

- (xii) Exit Criteria after Second Year of BBA Programme:

Students at the time of exit shall have to compulsorily complete additional 04 Credits either in a Skill based subject or work based Vocational Course offered during summer term or Internship/Apprenticeship/Social Responsibility and Community Engagement- encompassing community engagement with an NGO / Capstone Project after the fourth semester of minimum 8 weeks of duration.

(xiii) Exit Criteria after Third Year of BBA Programme:

The students shall have an option to exit after 3rd year of Business Administration Program and will be awarded with a Bachelor's in Business Administration.

OA-44.7

### **INDUCTION PROGRAMME**

Respective School/College shall conduct an Induction Programme, consisting of activities such as lectures and ice-breaking sessions.

OA-44.8

### **COURSES AND PROGRAMME STRUCTURE**

(i) A Course shall consist of either of the following:

- (a) Only theory component,
- (b) Only practical component or,
- (c) Both theory and practical components.

For Courses which have both theory and practical components, the ratio of 75% theory and 25% practical shall be maintained with separate heads of passing. However, in case of Skills Enhancement Courses (SEC) and Vocational (Exit) Courses the emphasis shall be on hands-on training/Practical component.

The pedagogy for a Course may include any or combination of the following: Lectures, tutorials, practicum, case studies, seminar, internship, studio activities, field/laboratory projects, community engagement and such others as recommended by the Board of Studies.

(ii) A Programme shall comprise of the following categories of courses:

- (i) Core Course (CC)
- (ii) Multidisciplinary Elective Courses (MDE)
- (iii) Value-Added Courses (VAC)
- (iv) Ability Enhancement Courses (AEC)
- (v) Skills Enhancement Courses (SEC)
- (vi) Project
- (vii) Dissertation (D)

OA-44.9

### **COURSES OPTED FROM OTHER INSTITUTES**

Students shall be permitted to opt Credits/Courses from any other Schools/Disciplines/Colleges/Institutions affiliated to the Goa University or with whom there is a signed MoU.

OA-44.10

### **CREDIT REQUIREMENTS**

#### A. Definition of Credit:

1 Hr. Lecture (L) per week	1 Credit
1 Hr. Tutorial (T) per week	1 Credit
1 Hr. Practical (P) per week	0.5 Credit
2 Hours Practical (P) per week	1 Credit

#### B. Course Code and definition:

<b>COURSE CODE</b>	<b>DEFINATIONS</b>
L	Lecture
T	Tutorial
P	Practical
CC	Core Courses
AEC	Ability Enhancement Courses
MDE	Multi-Disciplinary Elective Course
VAC	Value Added Courses
SEC	Skill Enhancement Courses
DSE	Discipline Specific Elective
OE	Open Elective

OA-44.11

### **PROGRAMME STRUCTURE**

The Programme Structure for the Four-year UG Degree Programmes and the Three-year UG Degree Programmes shall be as specified below:

Types of UG Degree Programmes	Three-Year UG	Four-Year UG
BBA	120 Credits	-
BBA (Honours) And BBA (Honours with Research)	-	160 Credits

However, the Colleges shall ensure that the required facilities are available before admitting students for a UG Degree Programme.

OA-44.12

Ordinarily, the number of Credits to be completed in each Semester shall be 20.

OA-44.12.1

**SEMESTER WISE CREDIT DISTRIBUTION**

Semester	Core Courses (CC)	Ability Enhancement Courses (AEC)	Multi Disciplinary Elective Course (MDE)	Value Added Courses (VAC)	Skill Enhancement Courses (SEC)	Discipline Specific Elective (DSE)	Total
I	12	4	2	2	--	--	20
II	12	2	2	2	2		20
III	12	--	2	2	4		20
IV	14	--	--	2	4	--	20
V	8	--	--	--	4 (Internship)	8	20
VI	6	--	--	--	6	8	20
<b>BBA (Honours)</b>							
VII	4	--	4 (Open Elective)	--	4 (Internship)	8	20
VIII	--	--	--	--	8 (Project – Start in VII)	12	20
<b>BBA (Honours with Research)</b>							
VII	8	--	--	--	4 (Internship)	8	20
VIII	20 (Research Project)	--	--	--	--	--	20

OA-44.12.2

**CATEGORY WISE DISTRIBUTION OF CREDITS**

Description	Core Courses	Ability Enhancement Courses	Multi Disciplinary Elective Course	Value Added Courses	Skill Enhancement Courses	Discipline Specific Elective	Total
<b>BBA</b>	<b>64</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>20</b>	<b>16</b>	<b>120</b>
<b>BBA (Honours)</b>	<b>68</b>	<b>6</b>	<b>10</b>	<b>8</b>	<b>32</b>	<b>36</b>	<b>160</b>
<b>BBA (Honours with Research)</b>	<b>92</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>24</b>	<b>24</b>	<b>160</b>

## SEMESTER WISE STRUCTURE

Note: Students can take extra credit course from their own Department/Discipline or from other Department/Discipline as per the Admitting Body/ University norms.

SEMESTER I		
S. NO	Course Code	Credit
1	CC	4
2	AEC	2
3	CC	4
4	CC	4
5	AEC	2
6	MDE <sup>^</sup>	2
7	VAC*	2
8	AEC** (Additional Course – Indian or Foreign Language)	2
	<b>Total</b>	<b>20</b>

Note:

- (i) <sup>^</sup>Indian Knowledge System: Indian Culture and Civilization, Indian Vision for Human Society, Indian Science, Indian Town Planning and Architecture, Indian Mathematics and Astronomy, Indian Aesthetics, Indian Health and Wellness.
- (ii) \* Environmental Science and Sustainability
- (iii) \*\*Indian Languages: Sanskrit/Hindi/All Regional languages Foreign Languages: Spanish/ German/ French/ Korean/ Mandarin. The credits of this course will not be counted for SGPA/CGPA calculation. However, a minimum pass grade is compulsory for this course.

SEMESTER II		
S. NO	Course Code	Credit
1	CC	4
2	CC	4
3	CC	4
4	SEC	2
5	MDE	2
6	VAC	2
7	AEC	2

8	AEC* (Additional Course – Indian or Foreign Language)	2
	Internship**	**
	<b>Total</b>	<b>20</b>

Note:

1. \*Indian Languages: Sanskrit/Hindi/All Regional languages Foreign Languages: Spanish/German/  
French/ Korean/ Mandarin. The credits of this course will not be counted for SGPA/CGPA calculation.  
However, a minimum pass grade is compulsory for this course.

2. At the end of the second Semester every student shall undergo Summer Training / Internship / Capstone  
for Eight Weeks in the industry/Research or Academic Institute or Social Responsibility & Community  
Engagement Programme encompassing Community Engagement with an NGO. This component will be  
credited in the fifth semester. This shall also be considered as an exit course for those exiting with UG-  
Certificate. This shall not be used for calculation of CGPA, If a student with UG Certificate re-enters the  
programme, these marks shall be reflected in Semester V results as per the guidelines of internship  
evaluation approved by BoS.

<b>SEMESTER III</b>		
<b>S. NO</b>	<b>Course Code</b>	<b>Credit</b>
1	CC	4
2	CC	4
3	CC	4
4	MDE	2
5	SEC	4
6	VAC YOGA/ SPORTS/ NCC/ NSS/ DISASTER MANAGEMENT	2
	<b>Total</b>	<b>20</b>

<b>SEMESTER IV</b>		
<b>S. NO</b>	<b>Course Code</b>	<b>Credit</b>
1	CC	2
2	CC	4
3	CC	4
4	CC	4

5	VAC	2
6	SEC	2
7	SEC	2
8	Internship	**
	<b>Total</b>	<b>20</b>

Note:

\*\*At the end of the Fourth Semester every student shall undergo Summer Training / Internship / Capstone for Eight Weeks in the industry/Research or Academic Institute. This component will be credited in the fifth semester. This shall also be considered as an exit course for those exiting with UG-Diploma. This shall not be used for calculation of CGPA. If a student with UG Diploma re-enters the programme, these marks shall be reflected in Semester V results as per the guidelines of Internship evaluation approved by BoS.

<b>SEMESTER V</b>		
<b>S. NO</b>	<b>Course Code</b>	<b>Credit</b>
1	CC	4
2	CC	4
3	DSE	4
4	DSE	4
5	SEC Internship / Capstone Project	4
6	SEC Major Project (Evaluation in VIth Semester)	--
7	DSE* Discipline specific Elective (Audit Course)	4**
	<b>Total</b>	<b>20</b>

Note:

\* Additional DSE as an Audit Course (Non-Credit but compulsory) shall be opted by the student.

\*\* The credits of this course will not be counted for SGPA/CGPA calculation. However, a minimum pass grade is compulsory for this course.

<b>SEMESTER VI</b>		
<b>S. NO</b>	<b>Course Code</b>	<b>Credit</b>
1	CC	4

2	CC	2
3	DSE	4
4	DSE	4
5	SEC	2
6	SEC Major Project (Initiated in Vth Semester)	4
7	DSE* Discipline specific Elective (Audit Course)	4**
	<b>Total</b>	<b>20</b>

Note:

\* Additional DSE as an Audit Course (Non-Credit but compulsory) shall be opted by the student.

\*\* The credits of this course will not be counted for SGPA/CGPA calculation. However, a minimum pass grade is compulsory for this course.

<b>SEMESTER VII – BBA (Honours)</b>		
<b>S. NO</b>	<b>Course Code</b>	<b>Credit</b>
1	OE	4
2	CC	4
3	DSE – V	4
4	DSE – VI	4
5	SEC Dissertation Work Evaluation in VIIIth Semester)	--
6	SEC SUMMER INTERNSHIP II	4
	<b>Total</b>	<b>20</b>

<b>SEMESTER VIII – BBA (Honours)</b>		
<b>S. NO</b>	<b>Course Code</b>	<b>Credit</b>
1	DSE VII	4
2	DSE VIII	4

3	DSE – IX	4
5	SEC Dissertation Work Started in VIIth Semester)	8
	<b>Total</b>	<b>20</b>

<b>SEMESTER VII – BBA (Honours with Research)</b>		
<b>S. NO</b>	<b>Course Code</b>	<b>Credit</b>
1	CC	4
2	CC	4
3	SEC Research internship Report and Viva Voce	4
4	DSE – X	4
5	DSE - XI	4
	<b>Total</b>	<b>20</b>

<b>SEMESTER VIII – BBA (Honours with Research)</b>		
<b>S. NO</b>	<b>Course Code</b>	<b>Credit</b>
1	SEC Dissertation (For Research Track)	20
	<b>Total</b>	<b>20</b>

Note:

- (i) \*The Dissertation work will start from the beginning of fourth year of BBA (Honours with Research) Program.
- (ii) Students of Fourth Year shall be assessed for Project Work and Research Internship Report and Viva-Voce and Dissertation (For Research Track).

OA-44.13

### **DISSERTATION**

Dissertation shall be implemented as follows:

- (1) Dissertation shall be spread over Semester VII and VIII and assessed in Semester VIII
- (ii) Dissertation shall be carried out by the student on an individual basis and not as group work.
- (iii) The topic of the Dissertation shall be finalized by the student in consultation with the Research

Supervisor/Research Mentor by the beginning of the Academic Year in which they are pursuing their Dissertation.

(iv) The Departmental/Discipline Faculty Committee (DFC) shall decide the modalities relating to the implementation of Dissertation.

(v) In case of Schools, the DFC shall comprise the Dean/Vice-Dean Research, Programme Director and the faculty members of the Discipline. In case of the Colleges, the DFC shall comprise the Principal of the College, Head of the Department, and faculty members teaching the Programme.

(vi) The Departmental/Discipline Faculty Committee (DFC) shall decide the distribution/number of students to be allotted to a Research Supervisor.

(vii) The Dissertation workload shall be two hours per week irrespective of the number of students guided by a teacher.

(viii) Dissertation shall be based on field work/library work /laboratory work/on-the-job training or similar work assigned by the teacher.

(x) The Research Report shall be accepted for assessment only after clearing the mandatory plagiarism test.

(x) A student shall declare, in the prescribed proforma provided by the University, that the Dissertation is her/his own original work and that all the sources used are duly acknowledged.

(x) The Research Supervisor shall certify, in the prescribed proforma provided by the University, that the Dissertation is a work of the student completed under her/his supervision.

(xil) A student shall submit their Dissertations to the College/School through the Research Supervisor not later than one week before the last teaching day In that Semester. Ordinarily, no student shall be permitted to submit the Dissertation after the due date.

(xill) A student shall submit a soft copy and a spiral bound copy of the Dissertation to the School/College in the standard format as notified by Goa University for the Ph.D. Programme.

(xiv) The DFC shall decide the modalities relating to the implementation of Internship.

OA-44.14

## **EVALUATION OF PROJECTS/INTERNSHIP**

(I) A Project shall be offered in Semester V and VI. However, it shall be evaluated and credited in Semester VI. The Project shall be a Group Project. The Project/Internship workload will be as per University Guidelines issued from time to time.

(ii) Project and the Report shall be based on field work/library work /laboratory work/ on-the-job training or similar work assigned by the teacher.

(iii) The Project Supervisor shall ensure that the content in the Project Report is not plagiarized.

(iv) The assessment of the Project/Internship shall be done by the Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the Guidelines defined in the Project/Internship Manual.

**SCHEME OF EXAMINATION**

The assessment of all Courses Including Dissertation shall comprise continuous Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) and shall be fully internal, carried out by the teacher teaching the Course. If the teacher/s who had taught the course is/are no longer associated with the School/College, the Dean/Programme Director/Principal shall appoint a paper setter cum evaluator.

(a) Each teacher of the concerned Course shall be the examiner for the portions/he has taught. The teacher of the Course shall be the Course Coordinator and shall coordinate the teaching, examination and evaluation (both ISA and SEA) of the Course and maintain records of all the assessments.

(b) When more than one teacher is involved in teaching a Course, one teacher preferably a regular teacher shall be identified as the Course Coordinator by the DFC

A Course shall have a 'single passing-head' based on the combined performance at the ISA and SEA. Fractional marks shall be rounded off to the nearest Integer only at the time of calculating the Course Grade.

(a) The Course-wise time-table of internal assessment shall be displayed at the beginning of each Semester.

No of Credits	Marks for SEA	Duration of SEA (Hours)
1	10	1
2	20	1
3	30	2
4	40	2
5	50	3
6	60	3

The duration of SEA of all Practical/Field Courses shall be decided by the respective Board of Studies.

The SEA answer scripts shall be assessed by the teacher concerned, within ten days from the date of the examination. Before finalizing the scores obtained, the answer scripts shall be shown to the students after specifying the date and time on the Notice Board in advance.

**(1) SWAYAM Courses**

Students shall have the option to earn up to 40% of the Credits through online SWAYAM Courses recommended by the Board of Studies and approved by Academic Council preferably in the beginning of each Semester. Students shall inform Programme Director/Head of the Department before registering for the SWAYAM Courses. The certificates/marks obtained by the students after successful completion of SWAYAM course/s has to be forwarded to the Controller of Examination along with Semester marks through the Principal of the College/Dean of the Schools for uploading the Credits in the Academic Bank of Credits (ABC) account of the student.

(ii) Students shall be permitted to opt Credits/Course from any other Colleges/Institutions affiliated to the University. The assessment and evaluation of the Course shall be conducted by the concerned College/Institution offering the Course, the Institution shall be responsible for

forwarding the marks to the parent institution where student is enrolled for the Programme for further processing.

OA-44.16

### **EVALUATION OF COURSES**

(a) A One Credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of Credits.

(b) The weightage for the ISA and SEA for both theory and practical Courses shall be 60% and 40% respectively.

(c) There shall be four ISA's for each Course of two or more Credits, each of 20%, for a total of 60% of total marks of the Course. Out of four ISA's best three ISA's shall be considered. However, for a 1 Credit Course, only two ISAs shall be conducted and evaluated for 60% of the total marks of the Course and the best ISA will be considered.

(d) ISA will consist of class tests, mid-Semester examination(s) homework assignments, and such other modes of evaluation, as determined by the faculty in charge of the courses of study.

<b>No of Credits</b>	<b>Number of ISA to be conducted</b>	<b>Marks for each ISA</b>
1	2	15
2	4	10
3	4	15
4	4	20
5	4	25
6	4	30

(e) All Internal assessments shall be completed by the last teaching day of the Semester.

Ordinarily, a teacher who teaches a particular Core Course or part thereof shall assess the performance of the students in the ISA component of that Course. Guest Faculty/Contributory Teacher teaching a Course or part thereof, shall conduct such assessment in consultation with the Course Coordinator

There shall be a continuous review of the teaching Programme by the DFC In every Semester.

The SEA shall be conducted as per the academic calendar. The DFC shall workout the examination schedule for SEA in consultation with other Schools/Departments from where the students are taking Elective Courses and displayed on the Notice Board.

The duration of all written SEA examinations carrying 25 marks or less, shall be of one hour; SEA carrying above 25 marks and up to 50 marks, shall be of two hours; SEA carrying 50 marks and above, shall be of three hours.

OA-44.17

### **AWARD OF GRADES**

Award of Grades shall be as per Ordinance OA-16.

The award of Entitlement marks shall be as per Ordinance OA-26.

(1) Students who do not secure a minimum of 'P' Grade in Core Courses shall have the option of

answering the SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme.

(ii) In the case of Elective Courses, a student shall have the option of answering SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme, or register for an alternative Elective Course to secure the requisite number of Credits.

(iii) Appearance in minimal number of ISAs (50%), and in the SEA, shall be compulsory for passing.

(iv) There shall not be any supplementary examinations for SEA. However, repeat examinations shall be conducted as per the allotted time frame for SEA in the academic calendar. In such cases, the ISA score shall be carried forward. However, if the candidate is re-registering for a Course, neither the ISA nor the attendance of the previous attempt shall be carried forward.

(v) After each exam ISA/SEA the answer books shall be shown to the students.

(vi) Within two weeks of the last examination at the end of each semester, the ISA/SEA scores shall be announced by the School/College.

(vii) Checking/verification of the scores data entry, preparation of grades and declaration of the results within three weeks of the receipt of all (ISA/SEA) the scores from the respective School/College shall be the responsibility of the Examination Section.

OA-44.18

#### **ACADEMIC AUDIT**

There shall be an audit of the BBA Programme conducted by an Academic Audit Committee (AAC). The committee shall look into the manner in which classes are conducted and the method as well as the content of evaluation of each course of each term shall be reviewed by an Academic Audit Committee.

The composition of AAC shall be as follows:

1. Chairperson, appointed by the Vice-Chancellor for a period not exceeding three years.
2. one from corporate sector, from a master panel approved for the purpose,
3. Coordinator of BBA programme from other affiliated Colleges,
4. Coordinator of BBA Programme of the concerned college (Member Secretary).

The Committee's broad objective shall be to see that the training imparted is consistent with the needs of the industry.

The Committee shall meet at the end of every academic year.

All course outlines, reading materials, question papers, answer sheets, assignments, project reports, grade sheets, formal student feedback, etc. shall be available for the scrutiny of the committee.

The results of the term are finalized after the approval of the committee with suitable modifications suggested by them. The Academic Audit Committee shall also be the Grievance Committee for all grievances related to evaluation and grading. The School/College shall announce the marks at the end of every semester which are subject to modifications and approval

of the AAC.

The Grades approved by the Committee shall be handed over to the Office of the Controller of Examinations In Tabulated Grade Sheet form for each student completing the program.

OA-44.19

### **COLLEGE UNFAIR MEANS INQUIRY COMMITTEE (CUMIC)**

The College/University Unfair Means Inquiry Committee shall inquire into the cases of unfair means and malpractices reported and shall recommend course of action as prescribed in OA-5.14.

**For the existing batch 2024-27**

### **OA-38 Ordinance Governing the Undergraduate (UG) Programme of Bachelor of Business Administration.**

#### **OA-38.1 General**

The Curriculum and Credit Framework for Undergraduate (UG) Programmes (CCFUP) under the National Education Policy (NEP) 2020 envisages the incorporation of a flexible choice-based credit system, multidisciplinary approach with multiple entry and exit options to facilitate students to pursue their career path by choosing the subject/field of their interest.

#### **OA-38.2 Objectives**

The general objectives of the Programme shall be :

- (i) To recognize, identify, and foster the unique capabilities of each student to promote her/his holistic development.
- (ii) To provide, flexibility, so that learners can select their learning trajectories and programmes, and thereby choose their own paths in life according to their talents and interests.
- (iii) To impart multidisciplinary and holistic education across the sciences, social sciences, arts, humanities and sports.
- (iv) To emphasize on conceptual understanding rather than rote learning; critical thinking to encourage logical decision making and innovation; ethics, human & constitutional values; life skills such as communication, teamwork, leadership, and resilience.
- (v) To encourage extensive use of technology in teaching and learning, removing language barriers, increasing access for Divyang students, and educational planning and management.
- (vi) To provide respect for diversity and respect for the local context in all curricula, pedagogy and policy.
- (vii) To uphold equity and inclusion as the cornerstone of all educational decisions, to ensure that all students are able to thrive in the education system, and the institutional environment is responsive to differences, to ensure that high-quality education is available to all.
- (viii) To have rootedness and pride in India, and its rich, diverse, ancient, and modern culture, languages, knowledge systems, and traditions.

### **OA-38.3 OUTCOME BASED EDUCATION**

A student on completion of the programme(s) of study shall possess Graduate Attributes, as well as meet the specific as well as Generic Learning Outcomes related to the disciplinary area(s) in the chosen field(s) of study.

### **OA-38.4 DURATION OF THE PROGRAMME**

- (i)** The duration of the UG programme shall be Four years/Eight Semesters with multiple entry and exit options.
- (ii)** A student may also be permitted to take a break from the programme during the period of study.
- (iii)** The total duration for completion of the UG programme shall not exceed seven years from the date of initial registration.
- (iv)** Every academic year shall consist of two semesters
- (v)** In addition, there shall be a summer term during vacation.

#### **OA-38.4.1 UG CERTIFICATE/UG DIPLOMA AND DEGREES TO BE AWARDED**

The following Certificate/Diploma/Degrees shall be awarded as below:

- (i)** UG Certificate (**NCrF Level : 4.5**): Students exiting on completion of 1 year (2 Semesters) of study in the chosen broad discipline having fulfilled the credit requirement and successfully completed a 4 credit vocational course during the summer term (vacation) of the first year.
- (ii)** UG Diploma (NCrF Level : 5): Students exiting on completion of 2 years (4 Semesters) of study in the chosen broad discipline having fulfilled the credit requirement and successfully completed a 4 credit vocational course during the summer term (vacation) of the Second year.
- (iii)** Bachelor of Business Administration (**NCrF Level :5.5**) : after the successful completion of 3 years in the programme and the related credit requirements, as specified elsewhere in the ordinance OA-38.
- (iv)** Bachelor of Business Administration (4 years Honours) (**NCrF Level :6**) : after the completion of four years in the programme and the related credit requirements, as specified elsewhere in ordinance OA-38
- (v)** Bachelor of Business Administration (4 years Honours with Research) (**NCrF Level :6**) : after the completion of four years in the programme and the related credit requirements, as specified elsewhere in ordinance OA-38

#### **OA-38.4.2 SUMMER TERM**

- (i)** A summer term shall be of six to eight weeks duration during the summer vacation.
- (ii)** Internship/apprenticeship/work-based vocational education and training shall be carried out during the summer term, especially by students who wish to exit after two semesters or four semesters of study.
- (iii)** Colleges/Schools are permitted to offer regular courses during the summer on a fast track mode to enable the students to do additional courses or complete backlogs in coursework.
- (iv)** The Colleges/Schools shall decide on the courses to be offered in the summer term depending on the availability of faculty and the number of students.

### **OA-38.5 Eligibility for Admission**

- (i) The Eligibility for admission to the four year UG Degree Programme shall be The Higher Secondary School Certificate (Std.XII) examination conducted by the Goa Board/ equivalent body, after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4. In addition, candidates shall be shortlisted through an Entrance Test and personal interview as decided by the Admission Committee.
- (ii) A student not covered under any of the above categories but desirous of seeking admission to the said programme may apply to the University/College. However, the Vice Chancellor along with the dean of the concerned school/faculty and Chairperson(s) of Board(s) of studies of concerned subjects shall decide the eligibility in such cases.
- (iii) A student admitted for Semester I/III/V/VII shall be deemed eligible for admission to semester -II/IV/VI/VIII of each respective year provided;
  - (a) S/he has no backlogs of previous semesters to be eligible for admission to Semester V.
  - (b) S/he has no backlogs of semester V and VI to be eligible for admission to Semester VIII.
- (iv) A student migrating from another recognized university and desirous of direct admission to UG programme shall be eligible for admission based on the earned credits in the subjects for which admission is sought. This is subject to the provisions of the Academic Bank of Credits (ABC) ordinance of Goa University. The Vice Chancellor along with the Dean of the concerned School/Faculty and Chairperson(s) of Board(s) Of Studies of concerned subjects shall decide the eligibility.
- (v) A student with a UG certificate shall be eligible to take admission in the Third Semester of the Degree Programme within three years of exit and complete the Degree Programme within the stipulated maximum period of seven years.
- (vi) A student with a UG Diploma shall be eligible to take admission in the Fifth Semester of the Degree Programme within a period of three years of exit and complete the Degree Programme within the stipulated maximum period of seven years.
- (vii) A student who has exited with a UG Degree shall be eligible to take admission in the Seventh Semester of the Degree Honours Programme within a period of three years of exit and complete the Degree Programme within the stipulated maximum period of seven years.
- (viii) A student who obtains 75% and above or equivalent CGPA of the total marks obtained in the first Six Semesters shall be eligible to take admission to the four-year Degree (Honours with Research) at the Seventh Semester. The equivalent CGPA shall be 8.25 as per the CGPA calculation given in the ordinance.
- (ix) The seven years duration shall be counted with effect from admission by him/her to the first Semester of UG Programme.
- (x) Reservation of seats shall be in accordance with the directives of Government of Goa as adopted by Goa University.

#### **OA-38.5.1 LATERAL ENTRY FOR STUDENTS REGISTERED UNDER OTHER ORDINANCES.**

- (i) Students already enrolled in the UG Programme under the Choice Based Credit System (CBCS) shall be permitted to seek admission to the Fourth-Year Undergraduate Programme effective from Academic Year 2024-2025
- (j) The concerned Institution shall provide Bridge Courses (including online courses) approved by the Board of Studies to enable students to transition from CBCS to CCFUGP.

#### **OA-38.5.2 CLASS/DIVISION STRENGTH**

(i) Ordinarily, the number of students in a class/division shall not exceed sixty.

(ii) **Every year, 60 students may be admitted for the course.**

Reservation of seats for SC/ST/OBC will be as per the government rules.

NRI/Foreign students – 10% of the General seats (i.e.6 seats) will be for foreign/NRI students. These seats will be in addition to 60 seats as mentioned above.

10% of the total seats will be reserved for admissions under Management quota subject to the approval of the appropriate Authorities. The students seeking admission under this category will have to meet the eligibility criteria.

### **ADMISSION OF STUDENTS FOR FYBBA CLASS**

1. The merit list for admitting the students to FYBBA class shall be based on 50% weight for the Entrance Test, 30% for personal Interview and 20% for the score in HSSC or equivalent examination.
2. Students shall submit an application in the prescribed form duly filled and signed by him/her along with following documents.
  - a. H.S.S.C. Mark list in original along with three attested copies of it.
  - b. School Leaving Certificate in original.
  - c. Eight copies of recent Passport size photographs.
  - d. Aadhar Card Copy
3. No admission shall be regarded as duly granted unless it is granted by the Principal/Director and the necessary fees have been received by the college along with required documents.
4. All admissions are valid only for the academic year and are required to be renewed by application in the prescribed form for every subsequent year to continue studies in the college.
5. Students belonging to Schedule Caste/Schedule Tribes/OBC should furnish the caste and income certificates from the Competent Authority, while submitting the admission forms.
6. All the admission are provisional until all the necessary certificates such as the Final Eligibility Certificate, HSSC Passing Certificate, and Transfer Certificate etc. are submitted to the college.
7. The documents such as Leaving Certificate, Migration Certificate are not returned, if the admission to the course is confirmed, though the students leave the college before completion of the course.
8. Admission will be closed as soon as the numbers of the seats allotted by the University to the college are filled.
9. Email ID will have to be compulsorily provided by the student.

### **ADMISSION OF STUDENTS FOR SYBBA & TYBBA CLASS**

The students should renew the admission with the necessary fees before the commencement of the next academic year as per the notices displayed on the notice board subject to meeting the requirements of the ordinance from time to time.

### **OA-38.7 COURSES AND COURSE STRUCTURE**

(i) A Course shall consist of either of the following:

- (a) Only theory component,
- (b) Only practical component or,
- (c) Both theory and practical components.

For Courses which have both theory and practical components, the ratio of 75% theory and 25% practical shall be maintained with separate heads of passing. However, in case of Skills Enhancement Courses (SEC) and Vocational (Exit) Courses the emphasis shall be on hands on training/Practical component.

The pedagogy for a Course shall include any of the following:

Lectures, tutorials, practicum, seminar, internship, studio activities, field/laboratory projects, community engagement and such others or a combination of the above forms as recommended by the Board of Studies.

(ii) A Programme shall comprise of the following categories of courses:

**(a) Disciplinary/Interdisciplinary Major (Core)**

A Major course will provide a student the opportunity to pursue in-depth study of a particular subject or discipline. Credits earned by a student from the two Major Courses of the Broad Discipline/Discipline in Semester I and II shall be counted towards total Major Credits.

**(b) Disciplinary/Interdisciplinary Minors**

Students may opt for Minor courses from Disciplinary/ Interdisciplinary areas including skill-based courses relating to a chosen Vocational Education and Training. Students, who successfully complete the requisite number of courses (as specified in the OA-38 12.2 & 12.3) in a Disciplinary or an Interdisciplinary area of study other than the chosen Major, shall qualify for a Minor in that discipline or in the chosen Interdisciplinary area of study. To qualify for a Minor, a student shall have to earn a minimum of 12 Credits in the chosen Minor. A student shall declare at the end of Semester II the subjects s/he wishes to opt for under Minor.

(c) Vocational Education and Training (VET) VET shall form an integral part of the UG Programme to impart skills along with theory and practical. A minimum of 12 Credits will be allotted to the Minor stream relating to VET which can be related to the Major or Minor Discipline or choice of the student. A student shall have to declare subject/courses under VET at the end of Semester II. In case of Programmes such as BBA, BCA internship could be offered in lieu of VET.

**(d) Multidisciplinary Courses (MC)**

UG students shall be required to undergo Three Introductory-level courses relating to any Broad Discipline that they have not undergone at the HSSC level as given below:

Natural and Physical Sciences, Mathematics, Statistics and Computer Applications Library, Information and Media Sciences, Commerce and Management, Humanities and Social Sciences.

**(e) Value-Added Courses (VAC)**

The following are the VAC common to all UG students:

Understanding India, Environmental Science/Education, Digital and Technological Solutions, Health & Wellness, Yoga Education, Sports, Fitness, courses related to National Service Scheme (NSS), National Cadet Corps (NCC) and such other courses. However, a two Credit Environmental Science Course shall be mandatory under VAC.

**(f) Ability Enhancement Courses (AEC)**

Students shall achieve competency in a Modern Indian Language (MIL) and in the English Language with special emphasis on communication, reading and writing skills. Foreign National/ Person of Indian Origin/Non-Resident Indian/Foreign Board students may opt for additional English Language Courses or any other Foreign Language Courses in lieu of MIL.

**(g) Skills Enhancement Courses (SEC)**

SECs shall focus on practical skills, hands-on training, soft skills and such other courses to enhance the employability of students.

**(h) Summer Internship / Apprenticeship (I)**

Students shall be provided with opportunities for Internships in the summer term. Students shall undergo Internships in a Firm, Industry, Organizations, Laboratory with Faculty and Researchers (in their own or other HEIs), Health and allied areas, Local Governments (such as Panchayats and Municipalities), Parliament or elected representatives, media, artists, crafts persons, NGOs and other such organizations to improve their employability.

**(i) Community Engagement and Service (CES)**

Through CES students shall be exposed to socio-economic issues in society to enable them to generate solutions to real life problems. CES shall be offered either as a part of the summer term activity or part of Major or Minor Course depending upon the Major Discipline.

**(j) Project/ Field-Based Learning (P)**

The Project work shall be compulsory and shall be offered in lieu of a Major Course. Field-based learning may be a part of summer term activity.

**(k) Dissertation (D)**

A student opting for a 4-Year Bachelor's Degree (Honours with Research) shall have to complete a 12 Credits Dissertation under the guidance of a Faculty member. An Internship shall be offered In lieu of Dissertation where Internship is an integral component of the Curriculum.

**(l) Extra-curricular Activities (EA)**

Sports, Adult Education/Literacy initiatives, mentoring school students and other similar activities. National Service Scheme (NSS) and/or National Cadet Corps (NCC) courses that are not opted by a student as VAC may be permitted under EA.

**OA-38 7.1 COURSES OPTED FROM OTHER INSTITUTES:**

Students shall be permitted to opt Credits/Course from any other Colleges/Institutions affiliated to the Goa University.

**OA-38 7.2 SWAYAM COURSES**

Students shall have the option to earn up to 40% of the Credits through online SWAYAM Courses recommended by the Board of Studies and approved by Academic Council preferably in the beginning of each Semester.

**OA-38.8 CREDIT REQUIREMENTS**

Each Course shall carry different weightage in terms of number of Credits. The Board of Studies in the concerned discipline shall formulate Course Objectives, Course Contents and Course Outcomes. The Board of Studies shall have the option to design Courses comprising any or a combination of Lectures/ Tutorials/ Laboratory Work/ Field Work/ Outreach Activities/ Project Work/ Vocational Training/ Viva/ Seminars/ Term Papers/ Assignments/ Presentations/ Self-Study/ Internships and such others.

- (i) A Programme shall comprise Courses such as Major (Core), Minor, Multidisciplinary Courses (MC), Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Value Added Courses (VAC), Summer Internship/Apprenticeship (I), Project/ Field-based learning (P), and Dissertation (D).

- (ii) A Programme shall be based on a system of time-integrated Units called Credits.
- (iii) One Credit of a Theory Course shall be equivalent to 15 Contact Hours of learning activities including Lectures, Group Discussions, Seminars, Problem Solving, Assessments and such others.
- (iv) One Credit of a Tutorial shall be equivalent to 15 Contact Hours of engagement.
- (v) Ordinarily, a Theory and Tutorial class shall be of 1 hour duration.
- (vi) One Credit of Practicum or Laboratory Work, Community Engagement and Services, and Field Work shall comprise 30 hours of engagement.
- (vii) One Credit of Seminar or Internship or Apprenticeship or Studio Activity or Field Work or Community Engagement and Service shall comprise 30 hours of engagement.
- (viii) A student shall be eligible for the Award of a Bachelor's Degree (Honours) on successful completion of minimum of 160 Credits, to be completed over a minimum of Eight Semesters.
- (ix) A student shall be eligible for the Award of a Bachelor's Degree on successful completion of minimum of 120 Credits, to be completed over a minimum of Six Semesters.
- (x) Minimum Credit Requirements under each Category to be eligible for the Award of the Bachelor's Degree:

Sr. No.	Broad Category of Course	Minimum Credit Requirement	
		3 year (UG)	4 year UG
1.	Major (Core)*	60	80
2.	Minor Stream	24 [Minimum 12 Credits of VET]	32 [Minimum 12 Credits of VET]
3.	Multidisciplinary Course (MC)	09	09
4.	Ability Enhancement Courses (AEC)	08	08
5.	Skill Enhancement Courses (SEC)	09	09
6.	Value Added Courses (VAC)	08	08
7.	Summer Internship/Apprenticeship (I)	02	02
8.	Dissertation (D)		12**
	Total	120	160

### OA-38.9 LEVELS OF COURSES

- (i) 0-99 Pre-requisite Courses: Non-Credit Courses, which a student shall have to pass.
- (ii) 100-199 Foundation or Introductory Courses: These Courses are basic Courses which helps students to gain an understanding about the subjects, which will help them decide their discipline of interest. These courses may also be pre-requisites for courses in the major subject. These courses shall focus on foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking in order to provide a broad basis for taking up more advanced courses.
- (iii) 200-299 Intermediate-level Courses: these include subject-specific courses to meet the Credit requirements for Minor or Major areas of learning. These courses may be part of a Major and shall be pre-requisite courses for advanced-level Major courses.

- (iv) 300-399 Higher-level courses: which are required for majoring in a Disciplinary/Interdisciplinary area of study for the Award of a UG Degree.
- (v) 400-499 Advanced courses: include lecture courses with practicum, seminar-based courses, term papers, research methodology, advanced laboratory experiments, software training, research projects, hands-on training, internship/apprenticeship projects equivalent to First year Postgraduate level.

#### OA-38.11 PROGRAMME STRUCTURE

The programme structure for the Four year UG Degree Programme and the Three-year UG Degree Programme shall be as specified below:

Types of UG Degree Programmes	Three-Year UG		Four-Year UG	
	UG Programme with Single Major	60 credits in Major (Core)	120	80 credits in Major (Core)

#### OA-38.12 CREDIT DISTRIBUTION

Ordinarily, the number of credits to be completed in each semester shall be 20

OA-38.12.1 Candidates exiting the programme after the first year or the second year shall have to undergo one additional Four Credit Course during the summer term.

#### OA-38.12.3 Semester Wise distribution of Credits among the Categories of Courses

Sem.	Major	Minor	MC	AEC	SEC	I	VAC	Total Credits
I	4	4	3	2	3	--	4 (2 + 2)	20
II	4	4	3	2	3	--	4 (2 + 2)	20
III	8 (4+4)	4	3	2	3	--	--	20
IV	14(4+4+4+2)	--	--	2	--	4	--	20
V	14(4+4+4+2)	--	--	--	--	6	--	20
VI	16(4+4+4+4)	--	--	--	--	4	--	20
VII	16(4+4+4+4)	4	--	--	--	--	--	20
VIII	4	4				12		20
Total	80	20	09	08	9	26	08	160

MC : Multidisciplinary Course

AEC : Ability Enhancement Course

SEC : Skill Enhancement Course

I : Internship

VAC : Value Added Course

Semester I				
Category	Course Code	Course Name	Credits	Remarks
Major -1	MGA -100	Management Process and Organizational Behaviour	4	4 (T)
Minor -1	MGA -111	Human Resource Management	4	4 (T)
MC-1		Any course from other discipline	3	3 (T)
AEC - 1	ENG-151	Communicative English: Spoken and Written	2	2 (T)
SEC - 1		Any one from the given list	3	1(T)+2(P)
VAC - 1		Any one from the given list	2	
VAC -2		Any one from the given list	2	
		Total	20	
Semester II				
Category	Course Code	Course Name	Credits	Remarks

Major - 2	MGA -101	Marketing Management	4	4 (T)
Minor - 2	MGA -112	Financial Statement Analysis	4	4 (T)
MC-2		Any course from other discipline	3	3 (T)
AEC - 2	ENG-152	Digital Content Creation in English	2	2 (T)
SEC - 2		Any one from the given list	3	1(T)+2(P)
VAC - 3		Any one from the given list	2	
VAC -4		Any one from the given list	2	
		Total	20	

### Semester III

Category	Course Code	Course Name	Credits	Remarks
Major - 3	MGA - 200	Financial Management	4	4 (T)
Major - 4	MGA - 201	Business Environment	4	4 (T)
Minor - 3	MGA - 211	Business Maths and Statistics	4	4 (T)
AEC - 3	HIN-251	Sambhashan Kaushal (Hindi)	2	2 (T)
MC - 3		Any course from other discipline	3	
SEC - 3		Any one from the given list	3	
		Total	20	

### Semester IV

Category	Course Code	Course Name	Credits	Remarks
Major - 5	MGA - 202	Business Research Methods	4	4 (T)
Major - 6	MGA – 203 <b>OR</b> MGA -204 <b>OR</b> MGA - 205	Consumer Behaviour <b>OR</b> Talent Acquisition and Employee Engagement <b>OR</b> Stock Market Options	4	4 (T)
Major - 7	MGA – 206 <b>OR</b> MGA – 207 <b>OR</b> MGA - 208	Retail, Sales and Distribution Management <b>OR</b> Leadership and Team Building <b>OR</b> Banking and Insurance	4	4 (T)
Major - 8	MGA - 209	Case Analysis	2	2 (T)
Minor - 4	VET	Internship	4	
AEC - 4	HIN-252	Sambhashan Kala (Hindi)	2	2 (T)
		Total	20	

### Semester V

Category	Course Code	Course Name	Credits	Remarks
Major - 9	MGA - 300	Economics for Management	4	4 (T)
Major - 10	MGA – 301 <b>OR</b> MGA - 302 <b>OR</b> MGA - 303	Services Marketing <b>OR</b> Learning and Development <b>OR</b> Taxation	4	4 (T)
Major - 11	MGA – 304 <b>OR</b> MGA – 305 <b>OR</b> MGA - 306	Integrated Marketing Communications <b>OR</b> Performance Management and Competency Mapping <b>OR</b> Management Accounting	4	4 (T)
Major - 12	MGA - 307	Entrepreneurship	2	2 (T)
Minor - 5	VET	Internship	6	
		Total	20	

### Semester VI

Category	Course Code	Course Name	Credits	Remarks
Major - 13	MGA - 308	Production Operations Management	4	4 (T)
Major - 14	MGA – 309	Strategic Management	4	4 (T)
Major - 15	MGA - 310	Legal Aspects of Business	4	4 (T)
Major - 16	MGA – 311 <b>OR</b> MGA – 312 <b>OR</b>  MGA - 313	Product and Brand Management <b>OR</b> Labour Laws and Compensation Management <b>OR</b> Security Analysis and Portfolio Management	4	4 (T)
Minor - 6	VET	Internship	4	
		Total	20	

<b>Semester VII</b>				
<b>Category</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>	<b>Remarks</b>
Major - 17	MGA - 400	Case Writing and Analysis	4	4 (T)
Major - 18	MGA – 401	Quantitative Techniques for Decision Making	4	4 (T)
Major - 19	MGA - 402	Management Information System	4	4 (T)
Major - 20	MGA – 403	Business Analytics	4	4 (T)
Minor - 7	MGA - 411	Organisational Development and Change Management	4	4 (T)
		Total	20	
<b>Semester VIII</b>				
<b>Category</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>	<b>Remarks</b>
Major - 21	MGA - 404	Seminars in General Management	4	4 (T)
Minor - 8	MGA – 412	Business and Social Ethics	4	4 (T)
	MGA - 461	Internship	12	
	MGA – 462	Internship Seminar		
		Total	20	

### List of Skill Enhancement Courses (SEC)

<b>Semester I</b>				
<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>	<b>Remarks</b>	
MGA - 141	Basics of Professional Photography	3	1(T) + 2 (P)	
MGA - 142	Theatre Art	3	1(T) + 2 (P)	
MGA - 143	Digital Image Processing	3	1(T) + 2 (P)	
MGA - 144	Computer Networking	3	1(T) + 2 (P)	
MGA - 149	IT Skills for Business	3	1(T) + 2 (P)	
<b>Semester II</b>				
MGA - 145	Introduction to German Language	3	1(T) + 2 (P)	
MGA – 146	Introduction to Portuguese Language	3	1(T) + 2 (P)	
MGA - 147	Critical Thinking	3	1(T) + 2 (P)	
MGA - 148	Film Appreciation	3	1(T) + 2 (P)	
MGA - 150	Soft Skills and Personality Development	3	1(T) + 2 (P)	
<b>Semester III</b>				
MGA - 241	Interview Facing Skills and Mock Interviews	3	1(T) + 2 (P)	
MGA - 242	Creative Writing	3	1(T) + 2 (P)	
MGA - 243	Vector Graphic Designing	3	1(T) + 2 (P)	
MGA - 244	Data Base Management System & Web Designing	3	1(T) + 2 (P)	
MGA - 245	Personal Financial Planning	3	1(T) + 2 (P)	

### List of Value Added Courses (VAC)

Students shall be required to opt for one course from each category A, B, C and D during the First Year. (4 VAC courses of 2 credits each. 2 courses of 2 credits each in Semester I and 2 courses of 2 credits each in Semester II)

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
<b>A. Environmental Science and Education</b>		
VAC - 100	Environmental Studies - I	2
VAC - 101	Environmental Studies - II	2
VAC - 102	Environmental Practices in Goa	2
VAC - 103	Sustainable Development Ecology	2
<b>B. Understanding India</b>		
VAC - 104	Constitutional Values and Obligations	2

VAC - 105	Elections and Electoral Management in India	2
VAC - 106	NCC (Army ) 1	2
VAC - 120	NCC (Army ) 2	2
VAC - 107	NCC (Navy) 1	2
VAC - 121	NCC (Navy) 2	2
VAC - 108	Introduction to the Folktales of India	2
VAC - 109	Indian Economic Thought	2
<b>C. Digital and Technological Solutions</b>		
VAC - 110	Awareness of Cyber Crimes and Security	2
VAC - 111	E – Waste Management	2
VAC - 112	Green Energy Systems	2
VAC - 113	Medical Gadgets for Health Care	2
<b>D. Health &amp; Wellness, Yoga Education, Sports and Fitness</b>		
VAC - 114	Health and Wellness	2
VAC - 115	Yoga and Ayurveda	2
VAC - 116	Life Skills	2
VAC - 117	Youth Empowerment using Mind Management	2
VAC - 118	Health and Physical Education	2
VAC - 119	Exercise Science and Nutrition for Fitness	2

### OA-38.14 SCHEME OF EXAMINATION

The Scheme of Examination shall be as follows:

- (i) Evaluation shall be based on continuous assessment, in which Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) will contribute to the final grade. ISA will consist of class tests, mid-Semester examination(s), homework assignments, and such other modes of evaluation, as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations; closed-book and open book tests; problem-based assignments; practical assignment, laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce; computerized adaptive assessment, surprise test, modular certifications, and any other modes of assessment.
- (ii) The evaluation for the Courses shall comprise of ISA and the SEA.
  - (a) One Credit shall carry 25 marks.
  - (b) The ISA shall carry 20% of maximum marks allotted for the Course, and SEA shall carry 80% marks. A Course of Four Credits for total of 100 marks, having only Theory, shall have ISA for 20 marks and SEA for 80 marks.
  - (c) There shall be no ISA for the One Credit Practical Component of Four Credit Courses. A Four Credit Course (100 marks) comprising Theory (Three Credits) and Practical (One Credit) shall have ISAs only for the Theory Component (15 Marks), and SEA Theory Component (60 marks). The One Credit Practical Component has only SEA (25 marks).
  - (d) There shall be no ISA for a One Credit Practical Course.
  - (e) In case of Two-Four Credit Practical Courses, the ISA shall have 20% weightage and SEA 80%.
  - (f) Courses of any other number of Credits shall have a proportionate marking system.

### **(iii) Intra-Semester Assessment (ISA)**

There shall be three ISAs in a given Semester for the theory Component of each Course of 2 Credits and above, of which a minimum of 50% shall be evidence based. The two best scores shall be considered for the final ISA marks for papers of 2 Credits and above. For a course of one Credit the best score out of two ISAs shall be considered. ISAs may be through a written test or any other alternative mode of evaluation, including assignments, presentations, oral or online test, MCQs, open book test, and any other mode of assessment.

- (a) There shall not be any averaging of ISA marks.
- (b) Generally, the ISA for a given Course shall be conducted by the teacher/s teaching that Course.
- (c) The ISA schedule shall be notified at the beginning of the Semester.
- (d) ISA marks shall be communicated to students within two weeks of the ISA.
- (e) Ordinarily, ISA-I shall be completed by the end of the Fifth week after the commencement of the Semester and ISA-II by the end of the Tenth week of the Semester. (f) Students who fail to appear for an ISA due to a genuine reason shall be given another opportunity, to complete the ISA.
- (g) There shall be a Committee appointed to monitor the conduct of ISAs.
- (h) To be eligible to appear for the Semester End Assessment (SEA), a student shall be required to appear for a minimum of two ISAs in each Course.

### **(iv) Semester End Assessment (SEA)**

- (a) SEAs shall be conducted at the conclusion of every Semester, and shall cover the entire syllabus prescribed for the respective Course.
- (b) A student shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEA provided the student has appeared for two ISAs in a Course, and fulfils the minimum attendance requirements as per the relevant rules of the University. A student failing to fulfil these conditions shall have to repeat the course.
- (c) The detailed procedure for the conduct of SEA and subsequent assessment shall be as notified by the University.
- (d) The pattern of question paper(s) to be set for the SEA in a given course and the scheme of marking shall be decided by the respective BoS. For this purpose, the BoS shall frame specimen question paper(s) in the various courses concerned for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the respective BoS.
- (e) To pass a Course a student shall have to obtain a minimum of 40% in ISA and SEA together. There is no separate passing for ISA and SEA.
- (f) The duration of SEA theory paper carrying up to 40 marks shall be 1 hour, and papers of above 40 and up to 80 marks shall be of 2 hours duration.
- (g) Supplementary exams shall be held at the end of the academic year immediately after SEA.

### **(v) Paper Setting**

The detailed procedure for the paper setting of shall be notified by the University.

### **(vi) SWAYAM Courses**

Students shall have the option to earn up to 40% of the Credits through online SWAYAM Courses recommended by the Board of Studies and approved by Academic Council preferably in the beginning of each Semester. Students shall inform Programme Director/Head of the Department before registering for the SWAYAM Courses. The certificates/marks obtained by the students after successful completion of SWAYAM course/s has to be forwarded to the Controller of Examination along with Semester marks through the Principal of the College/Dean of the Schools for uploading the Credits in the Academic Bank of Credits (ABC) account of the student.

- (vii) Students shall be permitted to opt Credits/Course from any other Colleges/Institutions affiliated to the University. The assessment and evaluation of the Course shall be conducted by the concerned College/Institution offering the Course, the Institution shall be responsible for forwarding the marks to the parent institution where student is enrolled for the Programme for further processing.

#### **OA-38.14.1 PRACTICAL EXAMINATION**

##### (i) Conduct of Examination

(a) Examination(s) in Laboratory exercises shall be conducted for Courses with a practical component. Marks will be allotted as follows: Experiment (including Field Work) 60%, Journal/Record Book 20%, and Oral Examination 20%. A student shall be permitted to appear for the practical examination only if s/he submits her/his journal duly certified by the teacher(s) teaching the Course and the concerned Head of the Department/Programme Director.

(b) To assess the student's performance in the assigned experiment, the examiner shall take into account the planning, procedure, techniques followed, readings/observations, results and the presentation.

(c) Students shall be required to submit the journal/record book before the practical examination. Examiner(s) shall take into account the regularity of the student in attending the Laboratory Course, completeness of the exercises and presentation and format of the journal. For subjects having field work component, the student shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal(s) while allotting marks.

(d) In the oral examination, examiner(s) shall assess the knowledge of a student in the Course as well as during the experiment(s) performed.

(e) Record of the breakup of marks obtained by the student for Semesters I to VII for the examinations conducted by the College, shall be maintained by the College in a sealed envelope for a minimum period of one year.

(f) A student unable to appear for the practical examination on medical or other genuine grounds may be permitted to appear for a practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination. This out of turn appearance may be in the same Institution or in a different Institution. Such permission shall be granted by the University if recommended by the respective Dean or Principal of the College. The student shall be required to remit the requisite fee for this out of turn examination.

### **OA-38.14.2 EVALUATION OF INTERNSHIP:**

- (a) The modalities of internal evaluation shall be decided by BoS.
- (b) The students on internship shall be under the mentorship of faculty member/s. The mentor faculty shall orient the students on Internship and outline the expected learning outcomes from Internship. The mentor faculty shall be expected to monitor and periodically assess the progress.
- (c) There shall be an ISA component of 20% marks and SEA component of 80% marks.
- (d) The faculty mentoring the student shall assign ISA marks based on the feedback obtained from company/organization and the domain knowledge, skill set, best practices learned by the student at the organization/company and such others. BoS can devise suitable evaluation techniques to assess the ISA component.
- (e) SEA marks shall be based on Internship Report and presentation and shall be decided by the Department/Discipline faculty members. The Internship Report shall be prepared in line with the Dissertation report for the purpose of evaluation.
- (f) For BBA and BCA, Internship in lieu of each VET course shall be assessed for 100 marks with ISA and SEA components.
- (g) The scheme of evaluation of Exit requirement of 4 Credits shall be as per OA-38 14.2(v)(c)

### **OA-38.14.3 EVALUATION OF PROJECTS OFFERED AT SEMESTER VI.**

- (i) A Project, in lieu of a Major Course, shall be offered in Semester VI. Ideally, the Project shall be a Group Project with a maximum of five students per group. A teacher shall not ordinarily be assigned more than two Projects. The Project workload will be two hours per Project per week for a group of four or more students. For a group of three or less students the workload will be one hour per week per Project.
- (ii) Project and the Report shall be based on field work/library work /laboratory work/ on-the-job training or similar work assigned by the teacher.
- (iii) The Project Supervisor shall ensure that the content in the Project Report is not plagiarized.
- (iv) The assessment of the Project shall be done by the Internal Examiner (Project Supervisor for 20 marks) and External Examiner (for 80 marks) as per the Guidelines defined in the Project Manual.

### **OA-38.14.4 VERIFICATION AND REVALUATION OF MARKS.**

- (i) Revaluation of SEA answer books in Semesters I to VIII shall be permitted as per the existing provisions of OA-5.15 for Revaluation/Verification.
- (ii) All grievances pertaining to ISA marks shall be dealt with by the Grievance Committee of the College before sending the ISA marks to the University.
- (iii) ISA marks shall be submitted to the University within 20 days of the conduct of the last

ISA.

- (iv) Verification of only SEA theory papers is permitted.

#### **OA-38.14.5 IMPROVEMENT OF PERFORMANCE**

- (i) Improvement of Performance shall be permitted to a student who has passed the UG Degree Examination. The student shall be required to appear again only in the SEA component of the papers of Semesters I to VIII Examinations, excluding the Project, Dissertation, Internship, and Practical component. For this purpose, the marks scored at the first appearance in the Project/Dissertation, as also in the ISA component of the other Courses, shall be carried forward for tabulation of the result under improvement of performance.
- (ii) Students are permitted to appear for improvement in any five Major (Core) courses for improvement.
- (iii) Students shall appear for the improvement examinations along with the regular students.
- (iv) The performance of a student, who appears under this provision and fails to improve, shall be ignored.
- (v) The student availing of this provision shall be considered to have passed under improvement and this fact shall be recorded in the statements of marks and other relevant documents.
- (vi) The student shall be required to surrender the original statement of marks and other relevant documents at the time of receiving the fresh statement of marks in the event of improvement of performance.
- (vii) A student can appear for improvement only once in a Course under this clause.
- (viii) Students may seek improvement of performance no later than two years after the declaration of final results for the award of Certificate or Diploma or Degree, but within 7 years of the total duration of the Programme. A student shall not be eligible to apply for improvement of performance during the pursuance of a Programme.

#### **OA-38.15 AWARD OF GRADES**

**Award of Grades shall be as per Ordinance OA - 16.**

**OA-16.4** Marks awarded in each Course shall be represented in the form of Grades and Grade Points. The result of each Semester shall be declared as Semester Grade Point Average (SGPA) and Final result shall be declared as Cumulative Grade Point Average (CGPA).

**OA-16.4.1** The percentage of marks secured in both ISA and SEA shall be added for awarding the grade and grade points for each Course, as indicated in the table below:

<b>Range of percentage scored</b>	<b>Grades</b>	<b>Grade Points</b>
85 – 100	O (Outstanding)	10
75 - <85	A+ (Excellent)	9
65 - <75	A (Very Good)	8
55 - <65	B+ (Good)	7
50 - <55	B (Above Average)	6
45 - <50	C (Average)	5
40 - <45	P (Pass)	4
0 - <40	F (Fail)	0
	Ab (Absent)	0

**OA-16.4.2** Every student shall be required to secure a minimum of ‘P’ grade to pass the Course.

**OA.16.4.3** Students who do not secure ‘P’ grade in any Course shall have the option of answering the SEA component in the following Semester(s), for which the ISA score shall be carried forward.

**OA-16.4.4** Appearance at both ISA and SEA, is compulsory for passing.

**OA-16.4.5** There shall be no award of grace marks.

**OA-16.4.6** Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

(a) Calculation of weighted grade points of a Course shall be done by multiplying the grade points scored, by the number of Credits of the respective Course. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) is:

i. The SGPA is the ratio of the sum of the product of the number of Credits with the grade points scored by a student in all the Courses taken by a student and the sum of the number of Credits of all the Courses undergone by a student:

$$\text{SGPA (Si)} = \Sigma (\text{Ci} \times \text{Gi}) / \Sigma \text{Ci}$$

Where “Ci” is the number of Credits of the ith Course and Gi is the grade point scored by the student in the ith Course.

ii. The CGPA is also calculated in the same manner taking into account all the Courses undergone by a student over all the Semesters of a Programme:

$$\text{CGPA} = \Sigma (\text{Ci} \times \text{Si}) / \Sigma \text{Ci}$$

Where Si is the SGPA of the ith Semester and Ci is the total number of credits in that Semester.

(b) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade Certificate.

(c) For each Course a student securing ‘F’ or ‘Ab’ grade in the Course shall not be entitled to earn any credits for that Course.

**OA-16.4.7 Conversion to Final Grade:**

(a)(i) The CGPA shall be converted to the Final Grade, as shown in the table below:

<b>CGPA</b>	<b>Final Grade</b>
10.0	O (Outstanding)
9.0 - <10	A+ (Excellent)
8.0 - <9.0	A (Very Good)
7.0 - <8.0	B+ (Good)
6.0 - <7.0	B (Above Average)
5.0 - <6.0	C (Average)
4.0 - <5.0	P (Pass)
<4.0	F (Fail)

(ii) A candidate who fails to earn the required number of Credits to award the Degree shall be declared ‘Fail’.

(b) The CGPA shall be calculated upto two decimal places. If the CGPA is higher than the indicated

upper limit in the two decimal digits by a factor of  $>0.005$ , then the higher grade shall be awarded. For example, a candidate with CGPA  $>4.995$  will be awarded 'C' grade.

- (c) A candidate who has not earned required Credits to award the Degree as per respective Ordinance shall be given Final Grade 'F' and be declared 'Fail'.
- i. Grade sheets shall be issued by the College to the student, at the end of the Trimester stating Credit for each course, marks, grades, grade points and Trimester Grade Point Average
  - ii. At the end of the programme, grade sheet shall be issued by the University to the student, indicating marks, grades, grade point, Cumulative Grade Point Average and the corresponding overall grade.
  - iii. The scores obtained by the student in each of the programmes shall be handed over to the Controller of Examinations for declaration of results and printing of final grade sheets.
  - iv. A student who fails or who desires to improve grades shall re-register for the same course or another course in the same category.

#### **OA-38.16 COLLEGE COMMITTEES**

The following Committees shall be constituted by the Principal of the College for a duration of three years:

##### **OA-38.16.1 COLLEGE EXAMINATION COMMITTEE**

- (i) The College Examination Committee shall consist of:
- (a) A senior teacher who shall be the Chairperson
  - (b) Four to eight regular teachers (In addition to the Chairperson).
- (ii) This Committee shall be in charge of all matters pertaining to ISAs of UG level in the College.
- (iii) The Committee shall prepare the ISA examination time-table, arrange to print question paper sets and have answer books assessed.
- (iv) The Committee shall also arrange the statement of ISA marks to be sent to the University.
- (v) The Committee shall also carry out any other examination related work.
- (vi) The Committee shall make arrangements for the conduct of University Examinations for the Semesters I to VIII.

##### **OA-38.16.2 COLLEGE UNFAIR MEANS INQUIRY COMMITTEE (CUMIC)**

- (i) The College Unfair Means Inquiry Committee shall be constituted with the following members:
- (a) Vice-Principal /Senior Teacher as Chairperson.
  - (b) Two regular teachers, preferably not members of the College Examination Committee or the College Grievance Committee.
- (ii) The Committee shall inquire into the cases of unfair means and malpractices reported and shall recommend to the Principal of the College a course of action as prescribed in OA-5.14.
- (iii) Procedures for CUMIC

The following procedure shall be followed for inquiring into the cases of students alleged to have used unfair means at the UG Examinations.

- (a) The student shall be served with a show cause notice and made aware of the charges/allegations

reported against him/her so as to enable her/him to prepare the defense at the time of his/her appearance before the CUMIC and inform her/him thereby of the proposed action to be taken in the case, directing her/him to reply to the show cause notice as to why the action proposed should not be taken against her/him.

(b) The reply received by the Committee from the student when the student appears before the Committee shall be considered and the final recommendation in the matter shall be taken and reported to the Principal for approval.

(c) The broad category of malpractice and the quantum of punishment shall be as per OA-5.14.19.

(d) The punishment finally awarded shall be equal to, or less than, what is mentioned in the show cause notice, but not more than what is mentioned therein.

(e) The CUMIC shall act as a recommendatory body.

(f) The Principal of the College under the provisions of Statute SB-13(iv) of the University shall issue the final order.

### **OA-38.16.3 COLLEGE GRIEVANCE COMMITTEE**

(i) The College Grievance Committee shall be constituted as under: -

(a) Vice-Principal/Senior member of teaching staff as Chairman, provided that s/he is not the Chairman of CUMIC.

(b) Two regular teachers, preferably not members of CUMIC or the College Examination Committee.

(ii) In case the grievance concerns any member of the Committee, the Principal shall reconstitute the Committee for the concerned grievance, excluding the concerned member.

(iii) This Committee shall investigate into written complaints from the students regarding the conduct of examinations referred by the Principal of the College, and recommend a course of action to the Principal of the College as per the relevant Ordinance.

(iv) Investigation of Grievance by the College Grievance Committee. The Committee shall consider the written complaint by a student on the conduct of examination provided that:

(a) The complaint is submitted within 15 days after the declaration of results or within 7 days after the personal verification of the answer books as the case may be.

(b) The complaint is accompanied with a fee of Rs.200/- (refundable if the complaint is found genuine) and the matter is referred to the Committee by the Principal.

(v) The Committee shall invite a reply to the allegations, if any, made by the student from the concerned teacher/examiner.

(vi) After considering the reply of the concerned teacher/examiner, the Committee shall recommend a course of action in writing to the Principal.

(vii). The Principal may inform the students of the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after reassessment of the said answer book, the original marks shall be retained and the student informed that there is no change in his/her result.

(viii) A fine (as notified by the University) may be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt of casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA-5.2.6

### **OA-38.17 UNIVERSITY COMMITTEES**

The Constitution of the University Grievance Committee and other relevant Committees under this Ordinance shall be as per Ordinance OA-35.

## FEE STRUCTURE FOR THE ACADEMIC YEAR 2026-2027

Sr. No.	Description	F.Y.B.B.A	S.Y.B.B.A	T.Y.B.B.A
	<b>Part-A</b>			
1.	Tuition Fees	56,002	53,985	53,400
2.	Development Fee **	1,000	1,000	1,000
3.	Library Fee**	3,000	3,000	3,000
4.	University Administrative Fee**	1,000	1,000	1,000
5.	Computer Laboratory Fee	3,000	3,000	3,000
6.	Registration Fee*#	730	Nil	Nil
7.	Gymkhana Fee**	174	174	174
8.	Other Fee/Student Activity Fee**	174	174	174
9.	Student Aid Fund **	58	58	58
10.	Library Deposit	1,000	Nil	Nil
11.	Caution Money Deposit*	70	70	70
12.	Integrated Academic Information Management Systems Software (IAIMS)*!	225	225	225
13.	Academic Restructuring and Development*!	1,500	1,500	1,500
	<b>Total Part A</b>	67,933	64,186	63601
	<b>Part-B</b>			
14.	College Examination Fee	***	***	Nil
15.	University Examination Fee	Nil	Nil	600
	<b>Total Part B</b>	0	0	600
	<b>Part -C</b>			
16.	Application Fees	500	500	500
17.	Student I-card Fee*	150	150	150
18.	P.T.A. Fee	500	500	500
19.	Alumni Association Membership Fee	Nil	Nil	300
	<b>Total Part-C</b>	1,150	1,150	1,450
	<b>Grand Total (A+B+C)</b>	69,083	65,336	65651

**Dated: 10.05.2023**

NOTE:

1 As per the Directorate of Higher Education Circular No.: " DHE Circular No. 9/30/97/DHE/Vol-II/1039 dt. 07.04.2015

2 As per the Directorate of Higher Education Circular No.:

\$ DHE Circular No. DHE/ACAD-1/SU-01/FEE.FIX./S.F.C./322/2023/961, dt. 22.05.2024

3 As per the Goa University Notification No.:# GU Notification No./Acad.Col./Fees/2024-25/96, Dt.21.03.2024

\*\*\* F.Y/S.Y..B.B.A- As per the subject to the notification by Goa University

4 As per the Directorate of Higher Education Circular No.:1 DHE Circular No. ACAD/Fee. Fix/S.F.C./28/DHE/2023/1639 dt. 24.05.2023

\*As Per the Tentative fee structure received vide E-mail from DHE, Dated. 25.05.2023

5 Above fees are subject to revision as per the directives of Goa University and the Government of Goa from time to time.

## RULES FOR REFUND OF FEES

As per circular No.GU/I/REF.TUIT.FEE/173/2000/983 dated 26/05/2001, in case of self-financing courses where new admissions are not possible, no fees are to be refunded. However, the fees shall be refunded only in the cases where new students are admitted in place of students who have cancelled their admission.

Once the student has been granted admission to the college, he/she shall pay the prescribed fee within the specified time. Late payment of fees shall be subject to a fine or cancellation of admission, at the discretion of the Principal. A student once admitted will be considered as duly enrolled for the year and shall be liable to pay the full fee for the year.

## RULES FOR ATTENDANCE REQUIREMENTS

**i.** A student registered in any Semester for any Course shall be required to have a minimum cumulative attendance of 75% of the total lectures and practical's prescribed for the course during that Semester.

Although the attendance shall be cumulative for all the courses taken together in the given Semester, a student shall be required to have a minimum of 50% attendance in any individual course.

ii. A student having less than 75% cumulative attendance in a semester and/or less than 50% attendance in any individual course, shall not be eligible to appear for that Semester end examination. Such student shall have to seek re-admission to the course/programme during the subsequent academic year/semester by paying requisite fees. However such student shall not be treated as fresh applicant for the admission if the re-admission is in the same institution.

iii. Absence on medical grounds is required to be supported with the medical certificate which should be submitted within three (3) working days after re-joining the class. Absence on medical grounds shall be offset against the 25% concession in the attendances already granted.

### **GENERAL RULES – BBA**

1. Wearing of Identity cards is compulsory till the time student is in the college campus. It should be worn in a manner whereby it can be prominently displayed. The identity card should be provided to any of the college authorities (Teaching & Non-teaching) whenever asked for. Students are also required to wear the Identity card whenever they are representing the institution for any curricular, co-curricular and extra-curricular activities outside the institution.
2. Uniform/Dress code and grooming standard should be strictly followed as decided by the institution is compulsory for all the sessions. Wearing blazers along with the uniform will be compulsory whenever any guest sessions are organized or as announced by the BBA office.
3. Wherever student has been deputed by the institution with prior approval of the course director the justification should be provided within two days of joining.
4. For justified absence reevaluation of only individual components may be allowed at the discretion of the faculty; however no group or surprise evaluation will be allowed to be re- conducted again.
5. Mobile Phones/smart devices/mobile accessories are banned in the college campus. In case any student is found with these the same will be confiscated and may be returned at the end of the course. The institution will not be responsible for any damage to the instrument during this time.
6. Participation in Management events organized by other institutions will be subject to prior written permission from the Course Director.
7. Internet facilities in the college are only for educational purpose and shall not be used for any other purpose. Checking of personal emails and storing, viewing and transferring any objectionable material will not be allowed.
8. Group Lockers for the students shall be provided for keeping books, no food items or any other items should be kept, one key of the locker will remain with the BBA office and the office staff reserves the right to check the lockers any time.
9. Students are required to attend the classes at specified timings, late comings shall not be allowed in any case.
10. Students involved in any activities bringing disrepute to the college will be dealt with strictly and may lead to suspension/dismissal from the college.
11. Library fines will have to be paid by the students in case of violations of any of the rules regarding library books. This applies both to the departmental as well as the college library.
12. Refund of Library deposit has to be claimed by student who has passed the BBA course within 3 months of declaration of results.
13. Students involved in any unfair practices with regards to any of the evaluations will be liable for

strict action. Plagiarism of any kind will be strictly dealt with.

14. Students are required to follow the grooming standard which will be explained at the time of orientation. Any accessories/jewellery worn which is not meeting the grooming standard shall be confiscated and the institution shall not be responsible for returning the same.
15. Violation of any of the above rules will lead to the strict action including cancellation of admission.

#### **Rules for WIFI access**

1. Students are informed that Internet use will be monitored.
2. Downloading is prohibited.
3. If student is found visiting inappropriate sites, strict action will be taken.
4. Students will have to register by providing the mac address to the system administrator and complete the formalities mandated from time to time.
5. A student will be allowed to register only one laptop.
6. Students should strictly use their own login details provided to them .If found using other's details, then internet will be disconnected from their systems. Irrespective of who the user is, the user as well as the student in whose name the laptop is registered will be held responsible for any misuse and appropriate action will be taken against both of them.
7. If student's laptop is found to contain viruses /spyware then internet will temporarily be disconnected from their system until virus are cleaned from their system.
8. Any user found misusing /overloading the system resources will be disconnected from the internet with immediate effect.
9. Access is available only for academic purposes as such social networking sites etc. are banned.
10. The WIFI facility is to be used only in designated areas (classrooms and library) use of the facility outside these areas is strictly prohibited.
11. WIFI facility will be provided only from 9.00AM to 3.00PM from Monday to Friday and on Saturday upto 1.00 PM.
12. No student should provide the WIFI facility to any person who is not a student of this institution.
13. Any other matter not covered under the above rules will be decided by the system administrator in consultation with the head of the institution.

**For other Rules and Regulations, details of committees and programs organized by the College, the students are required to refer the College prospectus of aided courses.(B.A., B.Com, B.Sc)**